

# **SCHOOL FOOD SERVICE**

## **COORDINATED REVIEW EFFORT – ADMINISTRATIVE REVIEW**

### **2006-2007**

#### **FREE AND REDUCED PRICE MEAL APPLICATIONS**

Free, reduced price, and denied applications, retrievable by school, will be checked. Rosters listing eligible children need to be accurate and up-to-date.

#### **DIRECT CERTIFICATION**

Documentation for LEAs participating in the Direct Certification process must be available. The master listing of data on students approved for Food Stamp and/or Temporary Assistance benefits must be maintained in the central office. Names of students certified to be eligible for free meals through the use of this data must be maintained and retrievable by school.

#### **VERIFICATION PROCEDURES**

Verification procedures begin October 1, and completion required by November 15, of each school year. The “Free and Reduced Price Lunch Application Verification Summary Report” form will be reviewed. Any changes in meal status eligibility as a result of verification will be checked. Copies of documents submitted by households will be needed. Deadline for the “Free and Reduced Price Lunch Application Verification Summary Report” is December 15, of each year.

#### **MEAL COUNTING AND CLAIMING PROCEDURES - PARTICIPATION RECORDS**

Methods of collection & meal counting used by the school will be observed and compared to the system described to the State Agency on the “Methods of Collection & Meal Counting” form. Appropriate source document i.e. individual school daily participation records for monthly claims for reimbursement will be reviewed. Documentation of monthly claim edit checks, made before claim submission to State Agency will also be examined.

#### **ON-SITE SCHOOL REVIEW**

Completion of the required “On-site School Review” form is required prior to February 1 of each school year. LEA on-site Review documentation (to include correction plan and follow-up if required) will be reviewed.

#### **INCOME/EXPENSE/FOOD SERVICE ACCOUNT BALANCE**

Program revenue and expenditure records will be reviewed. *Public Schools:* Copy of current Annual Secretary of The Board Report (ASBR) should be available. *Non-Public Schools:* Copy of current Revenue and Expenditure report, income/expense ledgers, program checkbook should be available.

#### **DONATED FOODS**

Records of receipts, inventory, and usage of donated food will be reviewed. An inspection of donated foods on hand will be conducted.

#### **SANITATION**

General sanitation check of food preparation, serving, and storage areas will be made. Copy of latest Health Department Sanitation Inspections should be available and publicly posted. Two inspections are required each school year. HACCP (Hazard Analysis and Critical Control Points) plan should be available for review and discussion.

**CIVIL RIGHTS**

Proper location of Civil Rights Poster (in view of program participants) will be noted. Use of nondiscrimination statement on program materials will be verified.

**SPECIAL MEALS**

“Medical Statement for Student Requiring Special Meals” forms will be reviewed.

**MENUS**

Menus for the month and day of review will be examined for the established menu planning option.

**LOCAL WELLNESS POLICY**

The Local Wellness Policy should be available for review and discussion.